



## King County

**PROPERTY SERVICES MANAGER  
(REAL ESTATE SERVICES SECTION MANAGER)  
DEPARTMENT OF EXECUTIVE SERVICES  
FACILITIES MANAGEMENT DIVISION  
Annual Salary Range: \$84,112 - \$106,617 (2006 Rates)  
Job Announcement: 05GA5597  
OPEN: 12/28/05    CLOSE: Open Until Filled**

**WHO MAY APPLY:** This position is open to all qualified King County career service employees, all other executive branch regular exempt employees, current probationary employees who achieved career service status in a previous position, and the general public. First consideration will be given to candidates in the first three categories.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Recruitment Officer, Facilities Management Division, 500 4<sup>th</sup> Ave, Room 800, Seattle, WA 98104.** Contact Gary Atchison at (206) 296-0564 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**Open until filled. First review will be conducted on applications received by January 20, 2006.** The Division Director may decline to consider any additional applications received after the first review date.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>, resume, letter of interest detailing your background and describing how you meet or exceed the requirements described in this announcement, and names and telephone numbers for a minimum of four references including current and former supervisors within the past three years are required. Reference checks are conducted only on finalists for the position.

**WORK LOCATION:** King County Administration Building, 500 - 4<sup>th</sup> Avenue, Room 500, Seattle, WA 98104.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 40 hours, Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:** Overseeing real estate asset management functions in King County, including the County's real estate portfolio of approximately 3500 parcels of land valued at one billion dollars and numerous buildings valued at over \$600 million.

- Manages and provides leadership in the County's real estate portfolio by developing and executing a decision making system that assesses real estate performance and identifies opportunities for the real estate portfolio to better meet the County's objectives.
- Manages and provides leadership with regard to assisting the County's decision makers to come to strategic decisions about real estate acquisition, sales, leasing, or co-development.

- Manages and provides leadership with regard to King County's space planning initiatives including staffing for the operational master planning and facility master planning processes.
- Manages the assemblage of basic data about each of the real estate properties in the portfolio and the updating of that data relative to property values, property use, and property performance.
- Coordinates real estate management work with other County departments and divisions. Serves as the central point in the County for real estate portfolio data.
- Manages and coordinates matters related to the acquisition of real estate required by County government; supervises and negotiates leasing and rental of County-owned real estate and for the leasing of such real estate as is required for the use of County agencies.
- Supervises the execution of real estate transactions and the compliance of technical documentation, including appraisals, related to those transactions.
- Oversees appraisals of real estate to be acquired by the County through purchase, condemnation, or legal action, and appraisal valuations of the existing portfolio of real estate.
- Oversees relocation of displaced parties when law or regulation requires relocation assistance.
- Supervises the issuance of right-of-way construction and other use permits designed to protect the County's property interests in owned properties or property rights.
- Supervises the administration of properties owned by the County through foreclosure (tax title properties).
- Serves as lead staff to the Real Estate Advisory Committee.
- Develops legislation pertaining to division activities for submittal to the County Executive, County Council, and State Legislature.
- Manages and provides leadership for Section staff in work ethics, public services and professional development; manages the work of section staff through the Facilities Management Division work plan; hires, trains, coaches, and evaluates staff. Recommends discipline including termination to the Division Director in accordance with personnel guidelines and labor agreements.
- Develops and administers the Real Estate Services Section budget. Monitors expenditures, produces financial reports, and presents budget information to managers and elected officials.
- Develops, implements, and monitors Real Estate Section work programs.

**QUALIFICATIONS:**

- Four-year Degree in Business or Public Administration, Real Estate, Construction and Facilities Management or related field or any equivalent combination of education and experience.
- Eight years of progressively responsible work experience in real estate acquisitions, sales, or other relevant real estate activities. Experience must include at least three years of progressively responsible work experience managing a complex, multi-parcel, and multi-use real estate portfolio and five years of progressively responsible work experience supervising professional and technical staff.
- Working knowledge of real property leasing, purchasing and acquisitions in the public sector.
- Working knowledge of real estate market trends and market analysis.
- Working knowledge of real estate portfolio management practices and how to implement those practices.

- Working knowledge of strategic planning, including space planning, to satisfy real estate needs.
- Knowledge of financial management and budgeting, negotiation techniques, and real property appraisal.
- Knowledge of legal and technical terms and concepts related to real property contracts and acquisitions.
- Excellent written and oral communication skills with significant experience in negotiation and dispute resolution.
- Skill in effectively communicating work performance standards, monitoring and evaluating performance, and human resource management.
- Skill in providing leadership to multiple disciplines simultaneously, and working effectively with diverse populations.
- Skill in preparing and interpreting technical reports.
- Must have decision-making and presentation skills.

***NECESSARY SPECIAL REQUIREMENTS:*** At the time of appointment the selected candidate must have extensive experience in real estate property management; Certified Property Manager or Certified Facility Manager or equivalent certification or license is preferred. The candidate must possess a valid Washington State driver's license or the ability to travel throughout King County in a timely manner. The selected applicant must complete an annual "Financial Disclosure Statement" in accordance with the King County Code of Ethics.

**CLASS CODE: 1502100 - SEQUENCE NUMBER: 44-8758-1004**